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# Tiger Daily: June 1, 2016

Fort Hays State University

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**From:** Tiger Daily  
**Sent:** Wednesday, June 01, 2016 11:24 AM  
**To:** Tiger Daily  
**Subject:** Tiger Daily [June 1, 2016]



## ANNOUNCEMENTS

- [Technology Purchase Requests Deadline](#) **June 3**
- [Campus Intramurals and Recreational Sports: Swimming Tigers](#)
- [Attention Departments with New Account Numbers](#)
- [Fiscal Year 2016 Deposit Deadline Reminder](#) – **June 21, 12:00pm**
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## EVENTS

- [Sternberg Film Festival](#) – **June 2 & 3, 6:30 pm**
- [Supervising with Confidence Workshop](#) – **June 16, 8:30 am**

## STUDENT ABSENCES

**There are no Student Absence messages today.**

## **ANNOUNCEMENTS**

### **Technology Purchase Requests Deadline June 3**

All Technology Purchases that are to be applied to FY16 should be **submitted and approved by the budget authority via the Lotus Notes Technology Purchase Request Form by Friday, June 3.**

Please make a note on the request form that the purchase needs to be posted in FY16.

**Important:** Meeting the June 3 deadline does not necessarily guarantee FY16 posting. Items that are ordered, but incur shipping delays or back orders may not post in FY16. Technology Services recommends that all Technology Purchase Requests that need to post in FY16 be submitted as far in advance as possible.

*For more information, contact Kristin Rupp*

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### **Campus Intramurals and Recreational Sports: Swimming Tigers**

Registration for the FHSU Swimming Tigers Program is now available on [www.imleagues.com](http://www.imleagues.com)! The Swimming Tigers Program is available for parents and children six months of age and older, offering public and private lessons. Registration is on a first come first serve basis. There will be four different sessions offered throughout the summer, the first session beginning June 6. Lessons will be 30 to 45 minutes long, Monday through Thursday, and be held in the FHSU Pool located in Cunningham Hall.

If you are interested in registering your child for swimming lessons follow the directions below!

1. Go to [www.imleagues.com](http://www.imleagues.com)
2. Click on the blue "Create Account" tab on the top right.
3. "Register at School" type in **FHSU Tiger Swim** and select it.
4. Fill out the following information.
5. Confirm your account has been created in your email.
6. Once logged in Click on the "FHSU Tiger Swim" tab just below "Networks".
7. Select the "Swimming Tigers" tab just below "FHSU Tiger Swim" tab.
8. Click in which session you would like to be in.
9. Click in what level you would like to participate in.
10. Once in the level click on "Register/Signup" tab.
11. Where it says "Team Name" enter your child's name.
12. Fill out the information and make the payment.
13. Your student is now ready for swim lessons
14. If you have multiple kids to in the same level and session sign them up for the same session but different level.  
Please contact the office and let them know and we will get them moved to the correct class.

If you have any issues please do not hesitate to call our office, 785-628-4374.

- *Brittney Jacobs, Campus Intramurals and Recreation*

## Attention Departments With New Account Numbers

For Correct Routing of Physical Plant Work Requests

Due to the recent move of departments reporting to a new dean or vice president, new account numbers were assigned to those department's accounts. If your department number has changed recently, i.e. a letter was added as part of the 6-digit account number, please make sure that the account number used on work requests is correct. Work requests route to the budgetary approver by pulling in the account number that is listed under each individual's name in the FHSU Address Book. Please make sure this account number is an active account.

To check that the account number is correct, go to Applications in Lotus Notes, find your name in the FHSU address book, click on the Work/Home tab, check the account number on the Department Number line, edit and save the new number, if an old number is displayed there.

It is important that the correct account number is listed on the work request in the event something is requested that will be charged back to the department. Please note that there is no charge for routine work requests such as light bulb changes, setting up tables/chairs, etc. Departments that switch between accounts for various requests may also edit the account number directly on the work request form. Work requests will not route to the budgetary approver if text is typed in the "Charge to Account No." box on a work request. Please make sure a current account number is displayed on this line.

*If you have any questions, please contact Cheryl Schmeidler (4410) or Debbie Schuler (4424). Thanks very much!*

## Fiscal Year 2016 Deposit Deadline Reminder – June 21, 12:00pm

This is a reminder that deposits will need to be hand-delivered to our office (Picken Hall 317) by **12:00 pm on Tuesday, June 21, 2016** in order to be processed in the current Fiscal Year 2016.

Any deposits received after this deadline may not be processed until after July 2, 2016, being completed in Fiscal Year 2017.

*If you have any questions, feel free to contact Student Fiscal Services 5251.*

## Tiger Fitness Classes – Summer 2016

We are excited to begin another Summer of Group Fitness classes with you. All classes will begin next Monday June 6<sup>th</sup> and will run through July 28<sup>th</sup>

**Please see the class days/times below:**

### Monday

- 12:15pm-1:00pm- Ultimate Strength (CH- Tiger Wellness Center)
- 4:40pm-5:20pm- Triple Threat (CH RM 122)

### Tuesday

- 12:15pm-1:00pm- Cardio Boxing (CH RM 122)
- 4:40pm-5:20pm- Core & Cardio (CH RM 122)

### Wednesday

- 12:15pm-1:00pm- BOSU total body (CH RM 122)
- 4:40pm-5:20pm- Triple Threat (CH Rm 122)

### Thursday

- 12:15pm-1:00pm- TRX (CH Rm 122)
- 4:40pm-5:20pm- Strictly Strength (CH Rm 122)

For more information, contact Emily Washburn at 5908 or [ewashburn@fhsu.edu](mailto:ewashburn@fhsu.edu)

## EVENTS

### Sternberg Film Festival

Thursday, June 2 & Friday June 3, 6:30 pm

Lobby of Sternberg Museum

**Free** to public

You're invited to the Sternberg Wildlife and Conservation Film Festival, two nights of documentary programs exploring wildlife, wild places, and their interactions with human civilization.

This free community event will be held in the lobby of Fort Hays State University's Sternberg Museum, kicking off at 6:30 each evening. On Thursday, June 2, join us to view "Racing Extinction" and "The End of the Line." On Friday, June 3, we will view "The Messenger" and "Queen of the Sun."

For more information about the film festival or the films, call David Levering at the Sternberg Museum at 5249

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## Supervising with Confidence Workshop

Thursday, June 16 – 8:30 a.m. to 4:30 p.m.

Memorial Union, Trails Room

The Management Development Center is pleased to offer *Supervising with Confidence*.

In this workshop, participants are taught a framework for developing their supervisory skills using a learning instrument, a hands-on game, and small-group activities. They learn about the five key skills and practice strategies within each of the skill areas: Guiding the Work, Organizing the Work, Developing Your Staff, Managing Performance, and Managing Relations.

Your registration fee is either complimentary or significantly reduced thanks to your FHSU Vice President. Please register through the Management Development Center Application on Lotus Notes (Click on Workshop registration).

Contact Conni Dreher at (785) 628-4121 or [cdreher@fhsu.edu](mailto:cdreher@fhsu.edu) if you need assistance with registration.

## STUDENT ABSENCES

**There are no Student Absence messages today.**

To submit an article for Tiger Daily, please create a **new** message and email it to [tigerdaily@fhsu.edu](mailto:tigerdaily@fhsu.edu) before **10:00 a.m.** Items received after 10:00 a.m. will run the next business day. Submissions will be accepted only from FHSU faculty, staff, and student organizations. **Submissions must include** a headline, body text, and contact information only. **Attachments, graphics and images will not be published (including signature line graphics)**, but links to web pages may be included. Submitter is responsible for quality of content, which will be copied/pasted directly. **Replies to this message will not be responded to. Please send any inquiries regarding a Tiger Daily article directly to the submitter.** Only one Tiger Daily message will be sent per day.